HENDON SCHOOL

Learning Together Across the World

AI Usage Policy

Date of Ratification:	June 2025
Date of Next Review:	June 2027
Trustee Committee:	F&GP Committee
School Staff Responsible:	Assistant Headteacher with responsibility for IT
Nominated Trustee:	Chair of F&GP Committee
Policy Held:	School Policy File

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1. Introduction

Artificial Intelligence (AI) tools have the potential to enhance teaching, learning, and administrative efficiency. However, their use must align with ethical considerations, safeguarding responsibilities, and legal requirements, particularly regarding data protection under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This policy outlines the acceptable use of AI at Hendon School for staff, ensuring compliance with data protection laws and safeguarding best practices.

2. Scope

This policy applies to all staff, including teachers, support staff, and administrators, using AI for educational and administrative purposes. It covers AI applications such as chatbots, automated marking tools, content generation, predictive analytics, and other AI-powered software.

3. General Principles

- AI should be used to **support** teaching and administration, not replace professional judgment.

- Staff must ensure AI use aligns with the school's safeguarding policies and professional responsibilities.

- AI-generated content should be reviewed for accuracy and appropriateness before use.

4. Data Protection and GDPR Compliance

- **No personal or sensitive data** about students, staff, or parents should be inputted into AI tools unless explicitly authorised by the Data Protection Officer (DPO) and the tool is GDPR-compliant.

- AI tools should not be used for **decision-making that significantly affects individuals**, such as grading, disciplinary actions, or pastoral care, without human oversight.

- Staff must ensure that AI-generated content does not inadvertently reveal **personal, confidential, or sensitive information**.

- AI tools must be reviewed for **privacy policies, data retention practices, and security measures** before use in school.

- Staff must not upload **student work, assessment data, EHCP details, attendance records, or other identifiable information** into AI systems unless the tool has been assessed and approved by the school's IT and data protection teams.

5. Acceptable and Unacceptable Uses of AI

Acceptable Uses:

- Generating lesson plans, worksheets, and resources that do not contain student data.

- Summarising publicly available research or curriculum content.

- Supporting administrative tasks, such as drafting letters or reports, where no personal data is included.

Unacceptable Uses:

- Using AI to generate student feedback based on personal performance data.

- Entering student names, health information, special educational needs (SEND details), or any other personal data into AI platforms.

- Relying on AI-generated grading or feedback without professional review.

- Using AI to monitor student behaviour or predict performance without oversight and appropriate ethical considerations.

6. GDPR-Compliant AI Tools

Staff should only use AI tools that are **explicitly GDPR-compliant** and approved by the school's IT department. Examples of GDPR-compliant AI tools include:

Century Tech – An AI-powered learning platform used for personalised education and formative assessment, designed with GDPR compliance.

Grammarly for Education (Enterprise version) – Can assist with grammar and writing without processing personal student data.

Microsoft Copilot (Education Edition) – Integrated into Microsoft 365 with data protection policies that align with UK GDPR.

Google Bard (Enterprise/Education version) – If configured with appropriate school data protections in Google Workspace for Education.

Non-compliant or high-risk AI tools (e.g., ChatGPT Free Version, OpenAI API, most free online AI generators) should not be used for tasks involving personal or sensitive data.

7. Safeguarding and Ethical Considerations

- AI should not be used in ways that could introduce **bias or discrimination**. Staff should critically evaluate AI-generated content to ensure fairness.

- If AI tools produce **inaccurate, misleading, or inappropriate content**, they must not be used.

- Staff must be aware of potential **misinformation** and verify AI-generated content before using it in lessons or communication.

8. Monitoring and Review

- The use of AI in school will be **monitored and reviewed** annually by the senior leadership team (SLT) and the Data Protection Officer.

- Staff should report any concerns about AI use to their line manager or the DPO.

- The school reserves the right to restrict or prohibit AI use if risks to data protection, safeguarding, or educational integrity arise.

9. Training and Awareness

- Staff will receive **training on responsible AI use**, including GDPR compliance, safeguarding considerations, and best practices.

- Updates on AI risks and developments will be shared regularly through CPD sessions.

By following this policy, Hendon School aims to harness AI's benefits while maintaining ethical standards, safeguarding student privacy, and ensuring compliance with UK GDPR regulations.